

Classification

3

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140012-9  
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS-OTR-LS-2

1. TITLE OF REPORT (if a fill-in report include Form No.)

MEMBERSHIP OF STAFF MEMBERS ON COMMITTEE

2. TYPE OF REPORT	STATISTICAL
	XX NARRATIVE
	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

XX	PERSONNEL	TRAINING
	LOGISTICS	SECURITY
	MEDICAL	FINANCE

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc.)

Memo

8. ADP PROCESSING

XX	YES	IF YES GIVE ADP PROCESSING NO.
	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR Memo

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/LS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-16	14.50	.25	3.70	1	
GS-08	4.90	.25	<u>1.22</u>		= \$4.92

## B. COSTS OF COMPUTER PRODUCED REPORTS


TOTAL COSTS PER YEAR

\$4.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Informs DTR of School involvement in Agency Committee Activity.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XXX	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
	CHANGE	
	DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0

15. DATE OF INVENTORY

STAT September 1970

16. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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17. EXTENSION

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